



Transfer and Articulation Officer Responsibilities

2016 Conference on Transfer & Articulation

Common Definitions

- **Transfer** – The process whereby a student with previously earned college credit gains admission to another postsecondary institution and seeks to have the credits acknowledged as graduation requirements at the new institution.
- **Articulation** - The process where institutions seeks to foster smooth transfer of students by developing agreements that specify in advance the terms & conditions for students.
- **Transfer & Articulation Officer** – The individual on campus who is in charge of carrying out the responsibilities related to the transfer & articulation process.

Institutional Expectations

- The duties of Transfer & Articulation Officer will vary from institution to institution.
- There are multiple ways of ensuring that the COTA recommended responsibilities are fulfilled.
- Institutional assignments may be to one or more individuals

TAO Responsibilities – Campus related

- Maintaining an understanding of the institutional practices and data regarding transfer students.
- Monitoring the institutional transfer credit evaluation process to ensure statewide policies are being maintained.
- Informing executive administrators regarding issues related to transfer and articulation.
- Act on behalf of students regarding any appeals process on campus.
- Advise campus groups about the impact of curricular changes on the transfer student population.

TAO Responsibilities – Articulation Related

- Facilitating the process of developing articulation agreements among institutions.
 - Certificate – Associate Degree; Associate Degree – Bachelor's Degree; Bachelor's Degree – Master's Degree
- Communicating curricular changes between institutions-especially those related to existing articulation agreements.
- Monitoring and updating institutional websites to reflect the articulation agreements in place.
- Participating in statewide conversations on transfer & articulation issues.

Who are they?

- List of Transfer & Articulation Officers on the MDHE website.
 - Currently being updated—see spreadsheet after this presentation
- TAO responsibilities may be contained within various roles-all depends on the institution.
 - Admissions, Registrar, Student Services, etc...

Why talk about this?

- Committee on Transfer & Articulation
 - Facilitating conversations about transfer & articulations
 - Desire for increased involvement in the process of articulation and ensuring that the MDHE expectations are met

How can COTA help?

- Suggestions/Questions from You!

References

- <http://dhe.mo.gov/cota/taoresponsibilities.php>
- <http://dhe.mo.gov/cota/faqs.php>
- <http://dhe.mo.gov/cota/taoofficers.php>